



**COMMONWEALTH OF VIRGINIA**  
**DEPARTMENT OF MINES, MINERALS & ENERGY**  
**DIVISION OF MINERAL MINING**  
P.O. BOX 3727  
CHARLOTTESVILLE, VIRGINIA 22903  
(434) 951-6310

**PERMIT RENEWAL CHECKLIST**

Company Name:	Permit Number:
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General Instructions to Permit/License Holders:

1. All corrections noted in the Mine Inspectors review must be made prior to submittal of materials to the Division.
2. Any additional changes or modification to the renewal materials made by the permit/license holder, other than those noted below, must first be reviewed by the mine inspector prior to submittal to the Division.
3. The renewal materials, bond, fees, as well as the Permit Renewal Check List must be submitted to DMM by the date indicated on the Renewal-Special Order Notification.

<b>Item</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comment</b>
Is permit/license holder current for Annual Tonnage reporting?				
Is permit/license current with outstanding violations?				
Is this permit in temporary cessation?				
Has permit/license holder requested temporary cessation or an additional one-year extension?				
Has initial reclamation been completed on this permit? Has the permit/license holder requested termination of the mining license?				
License Renewal Application Form, DMM-157				
Ownership Information:				
Applicant's name, mailing address, and business phone and permit number listed in Items 1-3				
Contractor identification form fill-out for all known contractors in Item 4. (Other types of forms or lists may be used which provide equivalent information.)				
Licensed Operator Information:				

A. Company name and permit number				
B. Location at mine where work is being performed				
C. Date contractor began work at mine				
D. Date contractor information provided Division				
E. Person providing information				
F. Form signed and dated by operator				
Contractor Information:				
A. Contractor trade name, business address, and business phone number				
B. DMM Contractor No. and MSHA Identification # (if available)				
C. Address of record				
D. Contractor person responsibility for operations				
E. Contractor person responsible for health & safety of employees				
Note! The following information need not be submitted unless it has changed since the original permit application was approved or since the last renewal.				
Type of organization properly identified and all appropriate responses for A-N addressed under Item 5				
Names, addresses and phone numbers for all persons authorized to sign Permit/License documents listed in Item 6				
Have responses for Items 7-8 been appropriately addressed?				
List of any MSHA ID No. issued to the company or for listed company officials or a list of any other business organizations as required in either Item 9 or Item 10				
License Renewal Application properly signed and dated				
Yearly Progress Report Form DMM-105				
Has response to Item 2 been appropriately addressed?				
Acres Reclaimed Last 12 Months				
All Items A-F addressed				

Bond Acreage Calculation				
Does acreage under bond agree with current records? Item 4A				
Has operator indicated additional acreage to be affected within the next 12 months? Item 4B				
Is bond to be released on any disturbed acreage at this renewal? Item 4C				
Has a Bond Release Form been submitted for this acreage reduction?				
Does total renewal acreage agree with Items 4A-C?				
Has response for Item 5 been appropriately addressed and accompanied by explanation regarding changes?				
Name of official in charge and title listed in Item 6				
Document signed and dated by authorized person				
Are new permit maps required at renewal?				
Renewal Maps				
Map Legend – all blanks completed				
Map Legend properly signed				
Map scale 1" = 400' or better				
Map shows entire permit area				
Map shows property boundary of tract being mined.				
Map shows north arrow				
Map shows direction of drainage flow				
Map properly color coded and reflects changes noted in Map Legend				
If new maps are not to be submitted with the renewal materials, has the operator signed the waiver for maps?				